

USE OF THE GROTON PUBLIC LIBRARY

A. Library-Sponsored Programs and Events

1. The Groton Public Library offers a variety of programs that promote the enjoyment of reading and provide information, education and cultural enrichment to the community. Programs are designed to engage residents from babies through adults. These programs are open to the public and are free of charge. Some programs may require advance registration and/or may be limited to Groton residents. Co-sponsorship of programs with other agencies is encouraged.
2. The library main floor and grounds may be used for special occasions or programs at the discretion of the Director of Library Services and may not be reserved by outside groups.
3. Special library-sponsored events may occasionally be held for fundraising purposes. At these events, there may be a fee for program attendance and/or donations may be solicited.
4. No alcohol may be served in the Library or on library grounds. Exceptions will only be considered for library-sponsored events. Requests for exceptions to this policy must be made in writing and will be submitted to the Director of Library Services and the Town Manager.

B. Use of Meeting Rooms by Outside Groups

1. General

- a. The Groton Public Library has meeting rooms available for use by non-profit organizations during all public hours of operation. All meetings scheduled at library facilities must be free of charge and open to the public.
- b. Meeting rooms may be used free of charge by non-profit community groups and organizations whose activities are educational, cultural, civic, or community oriented, provided that such use does not interfere with library programs and functions. Non-profit groups may reserve dates up to one year in advance. The Library Director or his/her designee is granted full authority to make exceptions to this policy as deemed appropriate.

2. Meeting Rooms 1 & 2 – Reservations

- a. Reservations for use of Meeting Rooms 1 and 2 are required in advance. In order to make the meeting rooms available to as many eligible groups as possible, no group may schedule more than 12 meetings per year (one per month), unless given a waiver by the Director of Library Services. Application for use of a meeting room should be made at least one month in advance of the meeting date. Applications may be made in person, by calling 860-441-6750, or on the library website.

- b. The meeting rooms will be assigned in priority order to: (1) library programs and library-affiliated groups; (2) official town boards, committees, and agencies; and (3) local non-profit groups. In rare cases, Library or Town events may preempt your confirmed reservation. Every effort will be made to reschedule your event.
- c. Repeated reservation cancellations may result in future applications being denied.
- d. Kitchen facilities are available with Meeting Room 1 and must be requested in advance. The kitchen must be left in the same state that it was in prior to the meeting.
- e. Audiovisual equipment may be **reserved in advance**. If training in the use of the equipment is needed, it must be done by appointment, in advance of a scheduled event. Please see the list of available equipment on the meeting room application.

3. Meeting Rooms 3, 4 & 5 - Reservations

- a. Meeting rooms for tutoring or study are scheduled on a **walk-in basis only**. These reservations are accepted at the circulation desk 15 minutes in advance, based on room availability. Rooms are generally reserved for groups of 2 or more.
- b. Walk-in reservations are limited to 2 hours. If no other patrons have requested space, extensions may be granted.

4. Zenbooth Pods

- a. Pods may be reserved in advance for virtual meetings, test administration, or telehealth calls.
- b. Walk-in reservations are available if a pod has not been reserved for the desired time.

5. Guidelines for Use

- a. Program attendees are expected to follow the Library's posted rules for appropriate library behavior.
- b. No fees, dues, or donations may be charged or solicited by the user for any program or exhibit.
- c. **No alcoholic beverages** may be served.
- d. **No smoking** is permitted, by order of the Fire Marshal.

- e. Rooms may not be used for birthday or anniversary parties, weddings, funerals, or other personal or private celebrations.
- f. Juvenile or young adult (age 18 or younger) groups may use the rooms only when adequate adult supervision is provided.
- g. Programs may not disrupt normal library services.

6. User Responsibilities

- a. Groups are responsible for their own room set-up and clean-up. Staff assistance is not available for setting up equipment and materials, or for carrying items in or out of the building. Premises must be left clean, and in good condition. Any damage that the Library considers more than normal wear will be repaired and charged to the organization or group responsible.
- b. The Library is not responsible for equipment, supplies, exhibit material, or other items owned by a group or individual and used in the Library.
- c. All videos shown in the Library must be in compliance with public performance guidelines under copyright law.
- d. Groups must clearly identify themselves in any publicity about the event they are holding at the Library. Any printed publicity must include the statement: "This program is not sponsored by the Groton Public Library."
- e. Publicity is not to include the Library's telephone number, nor may the Library's name and address be used as a mailing address.
- f. All programs must end, and rooms be returned to their normal configuration, 15 minutes before closing. Participants must leave the building so that the staff can close the Library at the scheduled time.

7. Room Configuration

- a. Groups using Meeting Rooms 1 and 2 are welcome to shift tables and chairs to suit their needs. Library staff is not available to help with set-up or breakdown of tables and chairs. **By the end of the scheduled time in Meeting Rooms 1 or 2, all groups must return the room to the normal furniture configuration.** Configuration diagrams are posted in each room. Repeated failure to adhere to these guidelines may result in loss of a group's privilege to use meeting room facilities.
- b. The Fire Marshal has set the following limits as to maximum capacity:

Rooms 1 & 2 combined	120
Room 1	70
Room 2	40
Room 3	6
Room 4	12
Room 5	6
Zenbooth pod 1	1
Zenbooth pod 2	1

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